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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 4300.1C**

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Subject: NASA Personal Property Disposal Procedural Requirements

Responsible Office: Logistics Management Division

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Chapter 8. Recycling

8.1 Background

8.1.1 This chapter sets forth the policy and procedures for the recycling excess or surplus property.

8.2 Guidance

8.2.1 Each Center PDO shall establish, maintain, and pursue a program for recycling excess property.

8.2.2 In terms of economy, efficiency, and environmental quality, it is in the best interest of NASA to dispose of excess electronic assets and materials in a sustainable manner.

8.3 Precious Metals

8.3.1 While 21 calendar days are normally allowed for Federal screening, Center PDOs will coordinate with GSA to expedite Federal screening for gold, rhenium, and other precious metals. Center PDOs may contact the Headquarters DPM for additional assistance.

8.3.2 Center PDOs shall use condition code "Scrap" for precious metal.

8.3.3 If the SASP or a U.S. Federal agency requests precious metals, the Center PDO shall contact the Headquarters DPM immediately. The LD will work with GSA to ensure that any requests are valid and not for the purpose of resale.

8.3.4 Precious metals such as gold and rhenium may be appraised by GSA if considered advantageous to the Center. GSA will recover the cost for the appraisal from proceeds of the sale.

8.3.5 Center PDOs shall retain that portion of their proceeds equal to the direct and indirect cost of conducting the sales in accordance with 41 C.F.R. 102-38.295.

8.3.6 The NASA Center Finance Office shall credit secondarily the balance of the proceeds from the sale of the precious metal to the Center's Environmental Recycling account (Implementing Executive Order 13423: Strengthening Federal Environmental, Energy, and Transportation Management (http://www.whitehouse.gov/sites/default/files/omb/procurement/eo13423_instructions.pdf)).

8.4 Nonfunctional Federal Electronic Assets (FEA)

8.4.1 All nonfunctional (condition codes Repairable, Scrap, and Salvage) FEA shall be recycled by a certified R2 or E-steward recycler in accordance with GSA Bulletin FMR B-34 (http://www.gsa.gov/graphics/ogp/FMR_Bulletin_B-34.pdf).

8.4.2 The method to dispose of nonfunctional FEA is to give it to Federal Prison Industries, Inc. (also known as UNICOR) for electronics recycling under the Agency's abandonment/destruction authority (41 C.F.R. 102-36.305, et seq.) (Memorandum of Agreement between NASA and Federal Prison Industries, Inc.; Federal Electronic Assets).

8.4.2.1 NF 812 (Determination and Authorization to Abandon or Destroy Surplus Property) will be used to document the recycling of FEA.

8.4.2.2 The NASA Center's shipping document or equivalent shall accompany FEA sent to the R2 recycler and be kept on file as a supporting document of what was shipped.

8.4.2.3 NASA Center PDOs may approve the NF 812, Determination and Authorization to Abandon or Destroy Surplus Property when FEA is being recycled to an R2 recycler.

8.4.2.4 NASA Center PDOs will ensure that the R2 recycler who received the FEA is annotated in the DSPL.

8.5 Other Metals

8.5.1 All other scrap metal recycling contracts can be obtained through the local GSA Regional Sales Office whenever it is advantageous to NASA (see section 5.4.7).

8.6 Export and International Traffic in Arms Regulation Control Items

8.6.1 The Center PDO shall ensure that all documentation for all property includes written acknowledgement that the recipient understands and agrees to comply with the applicable export control regulations (see Appendix F.2).

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